STATE OF MISSOURI
INFORMATION TECHNOLGY ADVISORY BOARD
MEETING MINUTES
JULY 28, 2004

ATTENDEES:

Jim Weber, Chair	Steve Adams	Karen Boeger
Bob Borgstede	Augie Buechter	Chip Byers
Carolyn Cook	Todd Craig	David Crain
Kay Dinolfo	Gary Eggen	Kevin Engelbrecht
Jeff Falter	Richard Gerling	Jill Hansen
Russell Helm	Hayden Hill	Joe Kenney
RJ Lodge	Jim Lundsted	Gary Lyndaker
Hannah Mao	Lora Mellies	Rick Mihalevich
Bill Mitchell	Lynn Morrow	Bob Myers
Phil Reed	Cathy Reinkemeyer	Cindy Renick
Bob Roark	Jim Roggero	Debbie Tedeschi
Ron Thomas	Barry VanSant	Gary Waint
Mike Wankum	Lucy Watts	John Wegman
Gail Wekenborg	Gerry Wethington	Pete Wieberg
Chris Wilkerson	Mary Willingham	Paul Wright

Jim Weber opened the meeting at 8:38 a.m. He introduced Hayden Hill as the new CIO at the Department of Labor and Industrial Relations.

PRESENTATIONS:

1. **Presentation of Project Management Certificates (Tom Stokes/Jim Weber/Gerry Wethington) -** Gerry Wethington and Jim Weber presented Project Management Certificates to the following individuals: Cynthia Ayer, William Betts, Pamela Brauner, Sharon Crawford, Kay Dinolfo, Laura Distler, Kenneth Dover, Matthew Dudzik, Linda Halbert, Lori Kleckner, David Morrow, Terry Russell, and Craig Swank.

2. **Help America Vote Act (HAVA) Presentation (Don Lloyd)** – This presentation was postponed until the August ITAB Meeting.

3. **Enterprise Architecture Presentation (Bob Meinhardt/Michael Elley/Gerry Wethington/Jill Hansen) -** Jill Hansen stated she had started receiving questions from her staff relating to architecture. To become more familiar with the architectural process, Jill began reviewing the information provided on the OIT web site. The information provided is very cumbersome and detailed. She began working with Michael Elley to gain a better understanding of the process. She encouraged the ITAB Members to get more involved with architecture instead of just sending their staff to the meetings. Michael Elley then distributed a handout detailing the information provided in his presentation. He presented an overview of the presentation to assist the CIOs with understanding the architecture process. The presentation included a list of the active domains, a description of the hierarchy, how to access the information that can be found on the web site and some of the information that can be found there. Jill Hansen suggested the web site include a listing indicating what agencies are utilizing what products. She also stated that the need for an architecture repository was very apparent when using the architecture web site. Gerry Wethington reminded everyone that during the Strategic Planning session held in October 2000, everyone agreed on the need for enterprise architecture. The state will benefit overall with the use of enterprise architecture, although occasionally some agencies may incur additional costs when complying with the standards. The Business Oversight Committee has agreed to serve as the Architecture Executive Committee. Recently the representation of this group has changed to be more program personnel attending than IT personnel, which was the original intent. References are being made to enterprise architecture standards by other areas, including procurement. Gerry stated that although his office has focused on technical architecture, there are a variety of architecture components. These components include business architecture, information architecture, and service oriented architecture. We will be moving into the service oriented business architecture and information architecture areas through the Pillars of Government. Gerry stressed the

importance of making these topics a part of any regular conversations with staff and include with how projects are addressed. More states will be looking into architecture for their state. Some states are considering the possibility of collaborating on the acquisition of an architecture registry and repository to share information. He asked the agencies to continue contributing their staff to the Domain Committees and to be sure they are using the products being collectively developed. The ITAB Members agreed previously that a group of members would serve on this committee and make the decisions that would be the most beneficial to the state. Gerry thanked the ARC members for their efforts. Michael thanked all the committee chairs for their contributions.

4. **Pillars of Government (Gerry Wethington/Gary Waint)** – Gerry Wethington stated that he has asked Gary Waint, the Director for the Juvenile and Adult Court Programs of the Office of the State Court Administrator's Office, to give a presentation of a pillar in government in practice. He noted that the term 'pillars of government' is an approach to service oriented architecture. It organizes communities of interest to evaluate the program functions of a particular community. Efforts must be concentrated on the customer perspective for the delivery of services. This process should also be used to facilitate the logical restructuring of our business processes and programs prior to any physical restructuring of the business programs. The candidate pillars include **Benefits Based Programs, Educational Programs, Regulatory Programs, Administrative Programs, Infrastructure Programs, and Justice and Public Safety Programs**. Certain methods and tools must be used in pursuit of service-oriented architecture and the definition of pillars of government. While the focus must be on external facing programs, we have an obligation to look at internal facing programs to improve efficiencies so that resources can be redirected to the external programs. We need to be able to inventory the applications and services around these pillars and also to map the programs by agency to eliminate redundancy and duplications. We must be able to define the common ground in the areas of processes, data and ownership. Agencies have pillars in various stages within state government. The presentation today is the most mature example, followed by the Carrier One Stop. The Traumatic Brain Injury Project is another example of a pillar, which has several agencies working together to define and agree upon common data attributes to focus on the information common ground. The actual concept of pillars of government is not new, just the terminology. Gary Waint presented the pillars of government concept as utilized in the Missouri Juvenile Justice Information System (MOJJIS) program. He detailed the lessons learned from the project, issues involved, processes used, structure, and how the system is used. The project was initiated in 1995 by the Juvenile Crime Bill and revised in 2000. The system is now being enhanced based on suggestions by its users. To date, the information has not been misused. Ongoing costs for operating the system including line charges and overhead costs, total $500 per month and are shared by the Department of Social Services and the Office of State Courts Administrator's Office as they are the largest users. Gerry congratulated Gary on the success of the project. Gerry noted the next steps in this process is to leverage the lessons learned from the MOJJIS and Carrier One Stop projects in future projects. Our programs must be inventoried and aligned with specific pillars. In a previous project some business functionality by agency was captured and may be used to initiate this process if the information is still obtainable. The agency CIOs must work closely with their business process owners to make it successful. Demonstration programs must be selected to define business architecture and service oriented architecture. Both Gerry's and Gary's presentations will be posted on the OIT web site.

ACTION ITEMS

1. **Approval of May 26, 2004, Information Technology Advisory Board Meeting Minutes** – Jim Weber asked if there were changes to the meeting minutes; there were none. Jim Roggero made the motion to accept the minutes as written; Steve Adams seconded the motion. The minutes were approved unanimously.

2. **Approval of FY05 Internet CAP (Gail Wekenborg)** – Joe Brenneke distributed a copy of the proposed Internet Service CAP for FY05. Gail Wekenborg stated that the Committee was unable to meet this year due to the delay in receiving actual numbers from the agencies. The changes from the previous CAP were minor and included increasing the bandwidth by 10 MB and an additional DNS server to resolve some DNS problems. Chris Wilkerson made the motion to approve the proposed CAP; Gary Lyndaker seconded the motion. The

FY05 CAP was approved unanimously. Chris did make the recommendation for the Committee to meet prior to bringing to the ITAB in the future.

3. **Approval of Online Privacy Policy Template (Scott Willett)** – Jim Weber stated that Scott Willett had forwarded to him the Online Privacy Policy Template for approval by the ITAB. The template was distributed with the ITAB Agenda. Some concerns had been received relating to the cookies. ITAB Members agreed to table this item until the next meeting to allow other agencies to review and comment. ITAB Members are to submit any concerns with this document to Scott Willett by August 13th. Scott will share the comments he receives with ITAB at the next meeting.

GENERAL BUSINESS

1. **CIO Update (Gerry Wethington)**
    - IT Staff Briefing – Gerry reported on the IT Staff Briefing that was held last May. He stated that out of the approximately 1,437 state IT classifications, 850 attended the briefing. Of the 850 attendees, 215 or 25 percent completed the survey provided. The areas in which the employees indicated they needed the most help were adequate funding to get things done, training, more staff, better communications, and better management guidance. Their greatest frustrations included an increasing workload with no pay raises, lack of training, lack of funding for training, salary inequities, poor communication, management (i.e., too many managers, no support for managers, poor communication from managers, and poor demonstration of management skills). Out of the 215 surveys completed, 151 also provided general comments – 60.3 percent were positive and 39.7 percent were negative. The positive responses indicated the session was informative, insightful, they were encouraged at the direction the state was taking, sessions were worth the time and effort, would like to see more sessions in the future, and it was good to bring the staff together and bring them up to date on a statewide basis. The negative comments included the presentations were unreadable, the presentations should have been emailed or placed on the web site, information was already provided on the web, the presenters not prepared, unhappy with email consolidation, personal sparring/jokes were in poor taste, and time spent was unproductive. Gerry stated he would like to do this type of meeting twice per year or at least every nine months. One other comment Gerry received was that the presenters were limited to only a few members - not the full representation of ITAB. ITAB discussed including other members more visibly and explaining the governance of ITAB more fully in future meetings. ITAB also discussed doing comparisons of IT positions and salaries. Gerry suggested that cost center categories (i.e., email, data base, etc.) for IT salaries should be defined first. We may want to initially provide salaries based on Gartner Group comparisons and relate them to IT positions within the state. Delaware has pulled its IT staff out of the state structure and placed it into a separate pay structure that is comparable to the private sector. This change occurred after a consolidation of IT resources in an effort to retain quality IT staff to accomplish the added demands placed on the staff. Gerry asked Debbie Tedeschi, Mary Willingham, and Gary Lyndaker meet with their committee to define cost centers to be used for a possible survey to begin compiling this type of information.
    - Policies – Gerry noted that several policies and standards are now included on the OIT web site. They include Purchasing Policy, Security Awareness Policy, INFOCON Policy, Incident Reporting and Response Policy, Security Questionnaire Policy, Vulnerability Assessment Policy, Architecture Policy, Software Piracy, and Accessibility. In addition, the Project Oversight Policy is nearing completion. These policies are issued under the guidelines of Executive Order 03-26. Some questions have been raised on his authority to generate these policies. It does not alter the responsibilities of the agency CIO. All the agency directors were allowed to review the directive prior to approval. The policies are all part of either an executive order or statute. He reminded the agencies to make sure the policies are being implemented within their agency. The Auditor's Office is reviewing the adopted policies and will be making sure the agencies are complying with the governance policies agreed on by ITAB. If anyone has any issues with policies, they should bring their concerns to ITAB. Chris asked Gerry to outline the process used to obtain the policy approval. Gerry agreed to detail the process and will include the history of the process. He will place this information on the web site.

- Network Consortium – Gerry stated this group originally worked on longer term strategies to a group with specific projects. With the probable reintroduction of Senate Bill 1082 next session, we need to make sure we are in front of the network issue. We will be making a clear distinction between the Network Consortium and the Network Management Steering Committee that is being formed. The purpose of the Steering Committee will be to assist Jill and her staff with administration and management of the operation of the integrated voice network. Several issues will be coming out of Senate Bill 1082 that will need to be dealt with by the Consortium. These issues include the converging path of voice and data, applicability of push to talk radio and enterprise architecture, interoperability of voice and data and their utilization of common assets, and the potential availability of state-owned fiber. These issues should be addressed by the agency CIOs and an appropriate program manager. We must begin speaking on the future of network administration, management, and strategy collectively. The MOREnet Council has indicated they are in support of network consolidation and would like to collaborate with the Executive Committee to drive these issues. The MOREnet Council has asked Jill's committee to develop a proposal for future network administration and management before session begins. The group will need the support of ITAB confirm this is the right thing for the state. Jill stated the Network Consortium members were used to create the Steering Committee. They are redoing their charter. Jill will send out the charter for everyone's review. She would like the participation by ITAB members in the Steering Committee. The Network Consortium will handle higher-level issues that are not so technical. Bill Mitchell offered had the support of MOREnet and they would be looking forward to working with ITAB. David Crain suggested including a member of the legislative staff on either the Consortium or Steering Committee.
- GIS Issue – Gerry stated we were trying to increase the robustness of GIS. A MERGIS demonstration was presented to the ITAB some time ago. There is now a proposal to move MERGIS to the National Guard. Gerry's position is that if MERGIS is going to be used for Homeland Security purposes, then he is in support of it. However, if it is going to be moved and then discarded later, he is against the move. He asked the ITAB members if they agreed or disagreed with his stand. There was no expressed disagreement with Gerry.
- Egovernment – An FY05 appropriation request is being developed. The request will include a search engine tool for the portal, hardware and software redundancy capabilities, consulting services to move into a true portal environment, funding to assist counties and cities with establishing an Internet presence and e-services capability, CRM content and portfolio management, META research services, architectural registry and repository, architectural domain services work, language translation capabilities, and government to business (more likely to be in SAM II environment). Senate Appropriations asked for a meeting with Gerry to discuss egovernment in the future. The egovernment report card is almost completed. He hopes to have a presentation on this for the next ITAB Meeting. He is talking to Google regarding a search engine. They will be doing an RFP on a community calendar. He is still working to schedule a CRM Workshop for mid-August. META will give the presentation on the attributes of CRM. We will develop our definition of CRM and will host a series of workshops to drive it forward.
- SmartBuy – OIT is continuing to work the SmartBuy issues. They are discussing different elements of the Wave 2 process as it relates to IT, IT consulting, data server management, administration, backup and recovery, and application server management. Questions are being raised regarding employee purchases of personal computers off of the Prime Vendor Contract. This is not a part of the current contract. The position that is currently being taken is that the program is okay but cannot be advertised on a state web site.
- Marketing – Gerry is looking at possible firms to help us with role in IT in government today. Gerry reminded agencies to notify him of any successes in the IT area. He has not received anything from anyone on this.
- Computer Associates (CA) Contract – Purchasing is almost ready to issue an amendment on the contract. He thanked Jill Hansen, Gail Wekenborg and Karen Jaegers for their efforts in the negotiation process. CA originally were going to charge us $788,000 dollars for maintenance for the first year, $800,000 plus the second year and approximately $900,000 the next year. After negotiating so that we are paying maintenance on only the portions we are keeping, the costs will be $399,000 for each of the next three years. This cost includes two days of consulting per agency participating in the contract. Appreciation was also expressed to Gary Eggen and Karen Boeger for their efforts.

- Email Consolidation – Jill Hansen stated that her staff was attending their last week of Bootcamp. She met yesterday with the statewide group. They are making sure that all the environments are included. They will be developing a charter. They have guidelines to work from and the Application Domain will provide additional direction. Jill will be contacting each agency to obtain their approach to email consolidation. Input she receives in these meetings will be provided back to this group. Gerry stated that a comment that an agency would not be participating was not acceptable.
- OIT Billing – Gerry will provide the FY05 OIT billing costs at the August ITAB Meeting. The invoices will be distributed after that meeting. He will be viewing a demonstration of how the IT expenditures are being captured for FY04 using SAM II.
- Executive Session – A discussion on PC Bulk Buy will be held at the conclusion of this ITAB meeting. Jim will call the group into session at the appropriate time. This session will be limited to ITAB Members or their delegates.
- Chris Wilkerson stated he had received notice of a recent audit at Surplus Property. Most agencies have procedures in place to sanitize PC hard drives before sending to Surplus. From statewide perspective, he asked about considering an enterprise license for software to clean PC drives. Gerry stated that the Security Domain is already addressing this issue to achieve a consensus among agencies. It has been reviewed by the Architecture Review Committee. The Security Domain has added two paragraphs and will be sending it back to the ARC. It is recommended that the drives be overwritten three times. If it cannot be overwritten, then the drive should be destroyed in some manner. This issue can be brought back to the ITAB if desired.

2. **ITAB Chair Update (Jim Weber)**

- Review of Action Items from Previous Meeting

  - Privacy Committee to draft a Privacy Statement for use by all state agencies and present to ITAB for approval. – Tabled until the next meeting.
  - Gerry Wethington to circulate to agencies the areas to be included in business continuity plans. – Pending.
  - Gerry Wethington to send out materials relating to pillars of government, to be discussed at the next ITAB Meeting. – Information will be placed on the OIT web site.
  - IT Expenditure Reporting Standards Committee (Chris Wilkerson, Mary Willingham, Jill Hansen, Cliff Gronauer, Steve Adams, Debbie Tedeschi, and Michael Elley) to meet again to review IT employee costs and draft letter to FMAC relating to use of IT codes – Completed.
  - Gerry Wethington to provide results of Statewide IT Meetings. – Completed.
  - Bob Meinhardt to work with Gerry on providing an overview on architectural governance at the next ITAB Meeting. – Completed.
  - Bob Meinhardt & the ARC to review the list of projects and their priorities with the Architecture Domain Chairs. – Completed.
  - Representation from an agency with UNIX experience is needed on the Application Domain Committee. – Pending.
  - Application Domain Committee to review Instant Messaging as their first priority. – Remove.
  - Agencies interested in providing requirements for the META Group contract and/or participating in bid evaluation to contact Gary Eggen or Debbie Tedeschi. Current contract expires 12/31/04 – new contract should be in place by 01/01/05. – Keep until August meeting.
  - Gerry Wethington to forward email on Voice over IP to Jill Hansen and Jim Roggero for the Network Consortium. – Completed.
  - Gerry Wethington to issue policy directive under Executive Order 03-26 that all IT procurements expenditures falling under certain IT codes must be approved by the agency CIO. – Completed.
  - Agencies who have not done so should submit payment for FY04 OIT billings. – Remove.

Jim reminded everyone to send suggestions for topics for the Technology Newsletter to Jan Grecian. There is a new link on the ITAB web site on collaborative efforts. Chris stated that at the last meeting he had requested that Gerry check with META to get their evaluation of the move to package the AdvantageGen products together. Gerry stated that he and Debbie Tedeschi would take this item. This will be added to the action items.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update (Bob Meinhardt/Michael Elley)** – Michael Elley distributed a list of Domain Committee assignments and addressing priorities. The list will also be placed on the OIT web site. Any concerns should be sent to Michael Elley.
   - Architecture Technical Committee (Michael Elley)
   - Interface Domain Committee (TBD)
   - Information Domain Committee (Tim Haithcoat)
   - Infrastructure Domain Committee (Pete Wieberg)
   - Interoperability Domain Committee (Charles Williams)
   - Application Domain Committee (Pat Brooks)
   - Systems Management Domain Committee (TBD)
   - Security Domain Committee (Lora Mellies/R.D. Porter) – Lora Mellies stated their next meeting is scheduled for August 19th at 3:00 p.m. There will be a vendor presentation on Wireless Network Security. Symantec will be presenting in October. Both meetings will be held in the Interpretive Center.
   - Privacy Domain Committee (Scott Willett)

2. **Digital Government Committee Update (Lew Davison/Ron Thomas)** – Ron Thomas stated they have completed their meetings with the business people. They will take their comments back to the committee to review and develop strategies.
   - Application Development Subcommittee (Jim Roggero/Pat Brooks)
   - Credit Cards Subcommittee (Scott Peters)
   - CRM Subcommittee (Don Lloyd)
   - Digital Certificates Subcommittee (Todd Craig) – Todd Craig reported they are working with Purchasing on the contract.
   - Digital Media Subcommittee (Jim Weber/Kay Dinolfo)

3. **MOTEC Update (Tim Dwyer/Laura Mertens)** – Jeff Falter reported that the MOTEC utilization report was distributed with the ITAB Meeting Agenda. The room usage was 90 percent for both rooms this month. Three non-state employees from Public School Retirement System utilized the facility over this time period. The next meeting is scheduled for August 9th at 3:00 p.m. here in the Interpretive Center.

4. **Personnel Committee (Chris Wilkerson)** – Chris Wilkerson stated as mentioned at the last ITAB Meeting, he had distributed documents for review and comment. He has not received any response and is assuming there were no issues or concerns. He will bring the documents for approval at the next ITAB Meeting.

5. **Privacy Committee (Scott Willett)** – No update.

6. **Project Management Committee Update (Jim Roggero/Tom Stokes)** – Jim Roggero reported this Committee met on June 29th. The MOVAP Vitality Process will need to be reevaluated due to some changes initiated by Budget and Planning. Paul Wright stated the PAQ has been separated into two parts. The first part consists of the analysis of all the processes in Project Management. The second part involves automating MOVAP. This is out for review and comment. Jim stated that record management was mentioned at the Digital Government Summit held on June 17th. He noted that presently these types of questions are not being addressed during project activity. The group discussed where the responsibility lies for this type of questions.

Program managers need to be more sensitive to this type of information. This may need to be included during the training sessions. The Committee also encouraged agencies whenever possible to schedule some type of celebration or recognition at the completion of a project to bring closure. The Committee continues to review the certification and training process.

- Cost Benefit Approach to State Government Subcommittee (Paul Wright)
- Performance Measures Subcommittee (Paul Wright) – Paul Wright stated that Parts II and III of the Performance Management document was distributed to the ITAB Members last week. He has received responses from a couple agencies. Jim asked everyone to review the documents and provide feedback. They plan to meet with the course instructor, James Stepp, to discuss updates and to make sure the architecture included in the current training corresponds with the architecture approved by ITAB. Jim reminded the ITAB Members that we have developed a methodology process that is second to none but it does need to be used to be effective. Gerry noted that the FY06 budget instructions include the requirement for funding a certified project manager consultant or one assigned from an agency for any IT funds requested. Managers within an agency need to be trained before the employees in agency. There are currently 12 employees attending the current class and the next class is scheduled to begin in September.

7. **Security Committee (Lora Mellies/R.D. Porter)** – No update.

8. **User Group Coordination (Jeff Falter/Debbie Tedeschi) –** Jeff Falter reported that the User Groups information was updated. After discussing, ITAB agreed the User Groups should report annually in the October meeting. They may submit a written report to be distributed with the agenda and be available for questions or do a presentation at the meeting. Gerry would the groups to include how they are applying Enterprise Architecture to their conversations and discussions.

COLLABORATIVE EFFORTS

1. **Internet/MOREnet Update (Chip Byers)** – Chip Byers reported the diverse Internet connection was received in St. Louis but it was not configured as requested. MOREnet is working with AT & T to get it reconfigured. They have obtained a lower price for bandwidth for FY05; however, other costs will increase. The content filtering was put in place on July 1st.

2. **Network Management Consortium Update (Jim Roggero/Jill Hansen)** – This report was given under the CIO Update.

3. **Statewide Purchasing** Update (Gary Eggen/Karen Boeger) – Gary Eggen reported on awarded bids. A copy of the IT Bids Report was distributed with the agenda. The bid on blackberry devices/service closes on August 9th. The Tier consulting contract is being reviewed for the possibility of making it consistent with the other consulting contracts.

4. **Technology Services Update (Gail Wekenborg) –** Gail reminded everyone that the MAN connections for the Sprint contract would increase by four percent at the end of the fiscal year. The State Data Center will be down on August 8th from 2:30 a.m. to 8:30 a.m. This outage is due to the installation of a new UPS system and was approved by the Highway Patrol. Gail will be distributing the Cost Allocation Plan to the SDC Members. Non-SDC Members were asked to get with her to get a copy.

5. **MO GIS Advisory Council (Tony Spicci)** – No report.

OPEN DISCUSSION

1. **Status of Senate Bill 1082 – Division of Network Efficiency/State Communications Commission (Jill Hansen/Jim Roggero)** – This topic was discussed under the CIO Update. This group will continue to meet and keep everyone informed.

2. **Current/Planned Bids –** Chris Wilkerson stated his agency has completed a preliminary analysis of a Document Management System. He believes they will be able to use one of the existing contracts to make the purchase.

REVIEW OF ACTION ITEMS

- Gerry Wethington to circulate to agencies the areas to be included in business continuity plans.
- Gerry Wethington to send out materials relating to pillars of government, to be discussed at the next ITAB Meeting.
- Representation from an agency with UNIX experience is needed on the Application Domain Committee.
- Agencies interested in providing requirements for the META Group contract and/or participating in bid evaluation to contact Gary Eggen or Debbie Tedeschi.
- Gerry Wethington and Debbie Tedeschi to work with META to evaluate the move to package AdvantageGen products together.
- Gerry Wethington to have Pillar of Government presentations posted on OIT web site.
- ITAB Members to submit any comments or concerns with the cookies or any other area of the Privacy Policy to Scott Willett.
- Gerry Wethington requested Mary Willingham, Gary Lyndaker, and Debbie Tedeschi work with their committee to define the cost center categories (i.e., email, data base, etc.) for IT salaries.
- Gerry Wethington to outline process used to obtain approval for the policies he has implemented on the OIT web site.
- Jill Hansen to distribute Network Consortium Charter for ITAB for review.
- Jill Hansen to contact each agency to obtain their approach to the email consolidation. She will then provide this input to this group.
- Gerry will distribute the OIT billing figures at the August ITAB meeting. Invoices will then be mailed to the agencies after the meeting.
- Suggestions for the Technology Newsletter may be sent to Jan Grecian.
- Architecture Review Committee to place list of subcommittee assignments and priorities on OIT web site. Concerns may be sent to Michael Elley.
- ITAB Members to review the documents on the Cybersecurity Specialist positions and provide comments to Chris Wilkerson.
- ITAB Members to review Parts II and III of the Performance Management Process Draft and provide comments to Paul Wright.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, August 25, 2004 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

A closed meeting was held immediately after the ITAB Meeting to discuss issues relating to the SmartBuy purchase.

JLW/cc